



STATE OF ARKANSAS  
**Department of Finance  
and Administration**

**OFFICE OF STATE PROCUREMENT**  
1509 West Seventh Street, Suite 300  
Post Office Box 2940  
Little Rock, Arkansas 72203-2940  
Phone: (501) 324-9316  
Fax: (501) 324-9311  
<http://www.state.ar.us/dfa>

**MEMORANDUM**

TO: Agency Procurement Staff

FROM: Office Of State Procurement Training Team

DATE: July 5, 2006

SUBJECT: Professional & Consultant Services Class Scheduled

\*\*\*\*\*

The Professional & Consultant Services classes will be conducted at the DFA 1509 Building (1<sup>st</sup> floor conference room) in Little Rock. Classes scheduled after September will be conducted in the Metropolitan Vo-Tech distance learning facility located at Scott Hamilton Drive and I-30. The class covers an introduction to professional & consultant services processes used in the State of Arkansas. It is geared towards purchasing agents, CFOs, and any others involved in the State procurement process for professional & consultant services contracting.

The class will be offered from 8:30-3pm. There is no charge for the classes. Seating is limited, pre-registration is required. Please contact Barbara Ausbrooks [barbara.ausbrooks@dfa.state.ar.us](mailto:barbara.ausbrooks@dfa.state.ar.us) for registration.

If you have a specific topic(s) you would like addressed please include that information in an email to Barbara and she will pass that information along to the instructors.